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LIBRARY SERVICES:

A HANDBOOK FOR NATIVE GROUPS

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ИЗДАТЕЛЬСТВО «НАУКА» МОСКВА

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WHAT IS A LIBRARY?

Picture this. You walk into a large room and go to a desk labelled "Information". You ask a question and are told to "speak quietly". All around you are people searching card files and shelves of dusty books. Where are you? A library, of course.

There are still libraries where people feel that they should be padding around in their stocking feet, and where it seems that the books are chained to shelves. BUT, A LIBRARY DOES NOT HAVE TO BE LIKE THAT.

A library can be a quiet place to study or a friendly, lively place where children can play and their parents can meet friends. A library usually contains books, but books are not necessary for a library. A library can contain many types of materials on all sorts of subjects.

A library can contain:

- * NEWSPAPERS AND MAGAZINES
- * PAMPHLETS
- * COMIC BOOKS
- * PICTURES
- * RECORDS
- * TAPES
- * FILMS
- * TOYS

and even

- * BOOKS.

These materials can relate to any subject you might want to know more about, or can be just fun things, like novels, mysteries and comic books.

Some subjects a library might have materials on are:

- * NATIVE CULTURE
- * SPORTS
- * COOKING AND NUTRITION
- * CRAFTS
- * "HOW TO" BOOKS
- * LANGUAGES
- * ACCOUNTING
- * GOVERNMENT SERVICES

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or any subject you might want to know about.

A library can provide INFORMATION for those who need it, but libraries can also do much more.

A library's materials are important EDUCATIONAL tools. A library can provide books like encyclopedias to help students with their schoolwork. Adults can use the library's resources to learn new skills - for example, how to install plumbing systems or how to fix electrical wiring.

RECREATION is an important function of libraries. Reading can be fun. Records can be used for dances, or listened to in the library and at home. Books on sports can help in organizing community teams.

A library can house materials on Native culture. Tapes on local history and legends - recorded in Native languages and in English or French - can be the focus of a Native library, and are a simple and inexpensive way of PRESERVING material on NATIVE CULTURE for future generations.

Most important of all, a library is a way of SHARING. Materials are collected and organized by the library so that everyone in the community can use them.

WHAT IS A PUBLIC LIBRARY?

A "public library" is a library supported by local and provincial governments. Everyone who lives in an area served by a public library can borrow materials. All you need is a library card. You can usually get such a card at the public library and it is usually free. In some places a small amount is charged for the card, usually no more than 25¢. Borrowing materials from a public library is usually free.

Public libraries often exist in small towns or bigger cities, but many such libraries mail books to rural communities, or have bookmobiles that visit smaller centres and local schools. If you do not live near an existing public library, you should inquire at the closest library about the kinds of service they might offer to you.

Some public libraries are very interested in serving the Native population. It is always worthwhile to explore the existing resources and the potential for co-operation in your local public library. One of the advantages of working with a public library is that the Native peoples' resources they purchase will be available to all citizens in your neighbourhood. Sharing your

culture with those around you is a very effective way of increasing understanding among the Native and non-Native people in your area.

If you do find that your public library is willing to co-operate with the Native community, it might be best to work with them, rather than starting your own library. If you can prove that there is a demand and a need within your area that is not being met by the library it might:

- * increase its mail and/or bookmobile service to your community
- * lend a semi-permanent collection to your organization or community
- * purchase special materials for the Native community and place them in the library.

In Toronto, after several years of negotiation by concerned people in the Native community, a public library was opened next door to the Friendship Centre. This library has a special collection of books on Native culture. All books purchased for this collection are screened by a selection committee from the Native Canadian Centre.

If you do try to work with the existing library system, rather than starting an independent library, it is important that a committee of interested and concerned Native citizens work with the library. This will insure that the library does serve the Native community and that only positive, accurate books about Native people are purchased.

If you find, however, that the public library is not interested in providing adequate library service to your community, then you will have to think about opening your own library.

A LIBRARY OF YOUR OWN

WHO, HOW, WHAT AND WHY?

It is important to decide at the beginning what you want to do with the library. Do you want the library to serve your programs? Do you want the library for children? Do you want the library for the entire community? Do you want the library to be a "fun" place or a place for study and research, or both? These are just a few of the questions you must ask yourselves to find out:

- * WHO you want to serve
- * HOW you want to serve them
- * WHAT you hope to achieve

and

- * WHY.

Once you have decided which groups your library should serve, representatives of that part of the community should immediately be involved. It is the people you are trying to serve who should 1) decide if a library is to be started, 2) explore all the issues, and 3) control the library's development. This can be done

by organizing a committee of concerned Native citizens. The members of this committee should represent a cross-section of the community to be served and should be trusted and respected by the people they will be representing. Most important of all, they must be willing to work and give their time.

When this group is looking at the pros and cons of starting a library, it is important to think about the long-term commitment a library involves. A library is a lot of work.

WHAT WILL YOU NEED?

Before you can open your library, there are several necessities that must be looked after.

Space:

Because of all the materials in a library, you must have a room or building to house the library. It does not have to be fancy. It should be large enough to hold the materials, with some room for expansion and for chairs and tables. It must be a place that is easy for people to get to and one where people feel comfortable and welcome.

Libraries can sometimes get donated space. This could be an extra room in a school, community hall or Friendship Centre. You might, however, have to rent space.

* Resource Materials:

You are operating a library in order to have access to materials you need, therefore, it is important to think carefully about these materials.

The library committee can start making lists for consideration. Here are some of the ways you can find out about materials:

A visit to your local public library to help identify and examine some titles.

Bibliographies (lists of books), like Books by Native Authors (attached) and About Indians.*

Publishers will send catalogues of their titles to libraries, if requested.

CASNP library Acquisition lists come out every two months. They list new titles purchased by the CASNP library. To be placed on a mailing list for the Acquisition lists, please send in the Feedback form at the end of this handbook.

Materials should be examined by the library committee before purchase. This is especially important with materials about Native culture because so many are of poor quality or inaccurate. Children's books should be examined carefully, because children are so easily influenced by what they read. Remember, your resources will be limited, so it is very important that what you do get is of good value.

You may get donations of books but you must be extra

* About Indians is a bibliography of children's materials available free from the Department of Indian and Northern Affairs.

careful about the quality of the materials donated. Do not accept materials that are poor or do not fit in with your library's collection, even if they are free.

Shelving and Equipment:

Once you have your space and have decided what materials you are going to get for the library, you will need something to put them on. For books, you will need shelves. You might buy new or used shelving, have volunteers build shelves, or get used shelving donated from a local library.

Records, toys, films and tapes can go into special audio-visual display and storage containers, which can be purchased, or into home-made wooden or sturdy cardboard boxes.

If you are purchasing media materials, like records, tapes or films, it is important to make sure the equipment necessary to use those resources is easily available, either in the library or community. Otherwise, expensive media materials will just sit in containers and get dusty.

Staff:

In order to insure that the library works well and stays organized after it has been started, you will need people to run it, to order and organize new materials, answer requests and circulate materials.

Someone must be present whenever the library is open. The library does not have to be open all the time. It

should be open at times when people can use it.

The staff does not have to be large and if the library is not open all week, a part-time staff person will be enough. Many libraries have volunteers and if there is enough interest, you might have a whole volunteer staff, or you might be able to get a Librarian from a nearby public library to volunteer, particularly to help you set up the library.

Money:

Space, resource materials, equipment and staff - all of these may be available free, but often some money is involved. Community fund-raising events, like bake sales, raffles, dances and bingos will raise money and also involve the entire community in the library's development.

While local kinds of fund-raising may meet your needs for a small operation, larger amounts of money may be needed for such things as paid staff, a larger collection of materials, expensive materials like films, or a separate building. If this is the case, draw up a budget and funding submission using the ideas in A Fundraising Guide for Native Groups (available from CASNP). There are funding bodies that can be approached for assistance (a list is now being researched and will be forwarded with the revised edition, if requested on Feedback Sheet).

DO YOU ORGANIZE A LIBRARY?

Organization is very important in a library. Your resources are useless if they cannot be located. In a small library, organization can be simple and still very effective. Just a little work will insure that your library runs efficiently and effectively.

There are three main areas that require some organization in the library. They are 1) purchasing of materials or acquisition 2) organization of the collection and 3) keeping track of materials that are circulating.

Acquisition:

With a little bit of effort, you can keep a "Book Order File" that will help in many ways:

By keeping track of orders, you will avoid unwanted duplication of titles. This saves money.

If a title is lost, you have a record of the price and know where to re-order it. This saves extra work.

For each title ordered, a book order card should be drawn up. A book order card can be very simple. The information that goes on the card is:

- * Author
- * Title
- * Publisher (with address)
- * Number of copies ordered
- * Price per copy
- * Date ordered and received.

Simple 3 inch by 5 inch file cards are good for a "Book Order File". The top line should list the author's names. If you do not know the author, use the title. The cards should be filed alphabetically by the

top line. Figure 1 (page 12) shows a sample order card.

When a book is ordered, make up a card for the "Book Order" file. When it is received, mark the actual price and date received on the card. When it is processed and put on the shelf, just cut the upper corner off, as shown. That way you can easily tell whether a book 1) has not been received, 2) has been received but not processes or 3) is on the shelf.

A Book Order file will help you keep track of how much money you are spending on materials. It might also be worthwhile to keep a simple ledger accounting of the library's expenditures. Basic Bookeeping for Native Groups (available from CASNP) will help you with accounting.

Organization of the Collection:

In a samll library, it is important to keep the organization simple. People enjoy browsing, but many do not like looking things up in card catalogues.

If your library is very small, materials can simply be divided by type. Children's books, Fiction, Non-Fiction, records, magazines, tapes, etc. will all have a particular place in the library, and people will browse in an area that interests them.

A more complicated system is to assign subjects a colour coding and stick a coloured square or dot on the spines of the books, according to their subject. The subjects selected for coding in your library would depend on the materials you had or ordered. An example is:

A SAMPLE ORDER CARD

FOR: Ben Abel's Okanagan Indian published by the
Highway Book Store
Ordered April 12, 1978

ORIGINAL ORDER

Abel, Ben •	Author: Last name First
• Okanagan Indian	
Highway Book Shop	3 copies • Number of copies ordered
• Box 1	
Cobalt, Ontario	
Ordered • Ordered: April 12/78	

BOOK RECEIVED AND ON SHELF

Abel, Ben	Cut corner indicates book is on shelf
Okanagan Indian	
Highway Book Shop	3 copies
Box 1	
Cobalt, Ontario	
Ordered: April 12/78	
Received • Received: June 17/78	\$3.95 • Price per copy

Figure 1

Books on Native People	Red
Fun books (fiction, etc.)	Yellow
How to books	Green
Books on Law	Blue
Children's books	Orange
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.	.
.	.

Construction paper can be cut out and stuck on book spines or you can purchase specially produced coloured markers.

Once books are colour coded, it is simple to file them. Select an area for books about Native people and all books with red marks go there. If the shelves can be painted the same colour as the coding, then it is even easier. Make a big sign explaining the coding and put it somewhere people are certain to look. If you mark the appropriate coloured dot on the book order card, your Book Order File can double as a card catalogue for staff use.

There are many other ways to organize materials. A local librarian can help you institute a more complicated system.

. If your library is going to be oriented towards community use, remember that the organizational system should be simple and easy for people to understand.

Circulation of Materials:

It is important to make several decisions before you set up a circulation system. You must decide:

- 1) If you will circulate materials
- 2) If some materials will stay in the library as reference books
- 3) How long materials will circulate
- 4) If you will charge payment for overdue materials.

Once you have made those decisions, it is important to set up a system in order to keep track of materials borrowed. The simplest system is a log-book. An example of a page from a log-book is shown in Figure 2. The date due can be marked on the back of the books, so that the borrower will know when they should be returned. When materials are returned, the titles can be crossed off the log. Every day, it is easy to look back and see what is overdue and what materials should be coming in that day. People with overdue books can be gently reminded.

HOW DO YOU ATTRACT PEOPLE?

There are many special programs you can run that will introduce people to the library. Children can be attracted with "rainy days" arts and crafts and storytelling hours. Dances using the library's records will make people aware of the non-book resources. Recording a collection of tapes of community history will personally involve and interest many people in the library.

Figure 2

Date Due	Circulation Title of Item Borrowed	Log-Book* Name & address / phone number of Borrower
Date: April 12, 1978		
April 26	Okanagan Indian	John Doe, 19 Avenue Road 223-6647
April 26	Potlatch	Joe Smith, 16-7 Avenue 963-2748
Date: April 13, 1978		
April 27	Many Voices	Karen Brown, 782-3694
* This example has been drawn up for a 2 week circulation period.		

Always remember that your library's resources are there to be used. Make the library a warm, friendly place to be and people will go there.

Help!

This booklet is only a first draft. Your input would be very helpful. If there is anything you do not understand, or anything I have left out, please let me know. I will be revising this booklet over the summer and adding the following lists:

- Funding Sources for Native Libraries
- List of Native Libraries
- Directory of Canadian publishers
- List of Regional Library systems (Public Libraries)

If there are any other lists or bibliographies that you would find helpful, please let me know.

If you are thinking about setting up a library and need more help than this booklet offers, please get in touch with me:

Jenna Hofbauer
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of the Native Peoples
16 Spadina Road
Suite 201
Toronto, Ontario
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(416) 964-0169.

Several Librarians familiar with the British Columbia library systems have expressed their willingness to assist you. They are:

Ron Dutton
Joe Fortes Public School
870 Denman Street
Vancouver
682-8024

* Keltie McCall
Union of B.C. Indian Chiefs
44 West Hastings
Vancouver
V6B 1L1
684-0231

* Nancy Hannon
2439 Trinity
Vancouver

* Thora Howell
Britannia Public Library
1661 Napier
Vancouver
253-4391

* Resource people
for PACIFIC-CASNP
workshop

* Margaret O'Brian
Meg Richardson
B.C. Legal Services Commission
Suite 200
744 West Hastings, Vancouver
689-0741

FEEDBACK FORM

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The revised edition of this booklet

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CASNP Acquisition lists

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Address: _____

General Comments on Booklet:

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Toronto, Ontario

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AUTHOR

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